



**GOVERNMENT OF THE DISTRICT OF COLUMBIA**  
**Department of Human Services**  
**Office of Early Childhood Development**

**PRE-KINDERGARTEN INCENTIVE PROGRAM**

**RESPONSES TO APPLICANT QUESTIONS**

**Posted: 5/13/2005 11:58 AM**

**1. Will pre-LAS be accepted as an assessment protocol?**

Yes.

**2. It seems as if there is confusion between attachments E and D -- please clarify.**

The attachments are correct. Attachment D is a Licensing Requirement. It should be used to certify that the project is either currently licensed or in the process of becoming licensed. If in the latter case, this form should show current licensure status. Attachment E is the Submission Receipt that you will need to attach to the outside of your application package.

**3. Will a Microsoft Word version of the RFA be provided?**

Applicants requiring the application in Word format may request this by contacting Ms. Priscilla Burnett via email at: [Priscilla.burnett@dc.gov](mailto:Priscilla.burnett@dc.gov)

**4. What's an allowable phase-in/planning period pre-start up?**

Projects are strongly encouraged to have children enrolled and classrooms operating by July 1, 2005. Any delay enrolling children may be used for planning and preparation. However, all children must be enrolled and all funded classrooms must be operating by August 31, 2005.

**5. Is it allowable to stagger classroom start dates?**

Yes, provided that children are enrolled in all funded classrooms by August 31, 2005.

**6. What's the purpose of this form: Attachment D?**

Attachment D is a licensing requirement used to certify that the project is either currently licensed or in the process of becoming licensed. If in the latter case, this form should show current licensure status.

**7. What does "comprehensive health services" mean? What are the essential elements?**

“Comprehensive Health Services” are those services that help to mediate health-related conditions that challenge a child’s developmental abilities. Funded projects are expected to ensure that no child exits the program with an undetected health condition that could hinder that child’s ability to learn. An important component of the project should include proactive identification and referral of children to appropriate health services, as required.

**8. These two items contradict each other: Operating Guidelines, Pages 8 and 9, Items 4.1 and 4.4. Is it 6.5 hours of daily instruction time with other activities on the side or 5 hours with 1.5 hours of other activities?**

Item 4.1 of the Operating Guidelines is incorrect. As correctly stated in Item 4.4, projects are required to provide a minimum of five hours of instructional activities daily with the remaining 1.5 hours of the day consisting of meals, rest time and/or outside activity plan.

**9. Does the obligation to follow the DCPS closing schedule include Teacher Training Days?**

No. Projects have discretion as to whether they follow the DCPS closing schedule for Teacher Training days.

**10. Where does the board resolution fit into the proposal packet?**

The Board resolution should be placed after and along with Attachment C.

**11. Where can we find the list of schools with the largest waiting list for the Pre-K program in DCPS?**

You are advised to first contact the school(s) in your proposed target area. You may also contact the DCPS Office of Citywide Early Childhood Initiatives (Telephone 202-442-5116).

**12. Can funded projects be given the same kind of waivers that Charter Schools receive, i.e., they do not need to be licensed by the Department of Health?**

Applicants are required to be licensed for child care at the time of application. However, unlicensed applicants may request an exemption to this requirement provided they can demonstrate reasonable assurance that they will be licensed on or before August 31, 2005. This assurance should be included in the application and will be considered as part of the review process. The OECD has advised the Department of Health to expect requests for licensure as a result of this RFA.

**13. Are their limits on the number of 3-year olds that can be in the classrooms?**

Enrollment of 3-year olds in funded classrooms requires OECD approval, in writing. Subject to OECD approval, no more than three 3-year olds may be enrolled in funded classrooms.

**14. Since May 30 is a federal holiday and the District government is closed, where do I submit my application?**

Applicants are encouraged to submit their application before the deadline date. However, the deadline date has been extended to Tuesday, May 31, at or before 3:30 pm at 64 New York Avenue, NW.

**15. The waiting list – how are children forwarded to the projects.**

Through advertising and community outreach, funded projects are expected to recruit children on their own. The DCPS and the OECD will not recruit or “forward” children to projects.

**16. Is there a cut-off age for children?**

To be eligible for the project, children must be 4-years old on or before December 31, 2005.

**17. Starting salary for AA Degrees, is it the same as a BA Degree?**

No. The starting salary for Teachers in DCPS with a BA degree is different than the starting salary for Teacher Assistants with an AA degree.

**18. Evaluations - Does OECD have an overall design or format?**

No. Applicants should design their own evaluation protocol for their project, however it should be aligned with the stated objectives.

**19. Will an evaluation design from OECD come later?**

Yes. OECD is responsible for assessing the social and economic impact of the collective program (that is, all 24 projects). Details regarding this “collective program” assessment will be shared with funded projects prior to the beginning of the Program on July 1, 2005.

**20. Are project hours of operation flexible?**

No. All projects are required to provide at least 6.5 hours of instructional services daily, 5 days weekly, 36 weeks yearly; and must operate Monday through Friday, no earlier than 7:00 am.

**21. If you propose to do three classes, can you get funded for just one class?**

No. However, if the demand for services in a particular ward is substantial and compelling, and no other project is likely to be funded in that ward, the OECD may consider partial funding of a project.

**22. If a child loses their voucher will they still be eligible?**

Yes.

**23. What happens when the child turns five-years old?**

If the child turns 5-years old while s/he is enrolled in the project, that child remains eligible for services.

**24. Is funding connected to the child's age?**

Yes. Children must be 4-years old at the time of admission to the project or will be 4-years old by December 31, 2005.

**25. Can children be accepted from other wards if that ward has an excess of need?**

Yes.

**26. Can you bill for a therapist or is this in-kind?**

You may include the cost of providing specified clinical services if that resource is not available through OECD or is inadequate to the project need.

**27. Can the facility be an open classroom?**

Yes, provided the classroom is a discrete space, clearly identified and exclusively used by the project.

**28. Should applications and other documents be included in the application?**

You may, if you wish, include internally developed documents in the application.

**29. Are services based on the family's income?**

No. Services must be provided to any child, age 4-years old and a resident of the District of Columbia, without regard to factors including and not limited to family income.

**30. What about after-school care, is there a budget?**

Before- and After-school care cannot be funded through this project. Other funding for this purpose may be available through the OECD.

**31. Explain "Double Dipping"**

Children funded through vouchers and other sources of funds, may not also be concurrently funded through this program. That is, projects may not receive payment for a single service for the same child from two or more sources. Projects that fail to comply with this rule may be subject to termination of funding.

**32. Is there a cap on the number of projects a single applicant can apply for or be funded for?**

Yes. No single applicant may apply for funding for more than three classrooms or grants in excess of \$1-million. However, because this is a demonstration project intended to show the impact of community-based services, and this is a competitive funding process, OECD will seek to award funding to a range of community-based groups that meet the RFA requirements and to have at least one Pre-Kindergarten Incentive Program in every ward. .

**33. If an organization submits a request for multiple classrooms and is selected as a top ranking proposal, but OECD decides for whatever reason that the number of classrooms that the organization proposed needs to be adjusted, will OECD consider negotiating the number of classrooms to be funded?**

If the demand for services in a particular ward is substantial and compelling, and no other project is likely to be funded in that ward, the OECD may consider partial funding of a project. Organizations seeking funding for multiple classrooms may submit a single application but must identify each classroom separately in the application, and provide separate budgets and staff resumes for each classroom.

**34. Will OECD visit the sites of proposed projects prior to awarding grants?**

OECD staff may elect to visit current and proposed project sites prior to making grant awards.